

**REQUEST FOR PROPOSALS (RFP)**  
for  
Administration of a CDBG Funded Owner-Occupied Rehabilitation in Burlington

**I. Date Issued:** November 3, 2021

**II. Submittal Deadline:** December 10, 2021

**III. Purpose**

The City of Burlington Community & Economic Development Office (CEDO) for seeks proposals from non-profit agencies to administer its owner-occupied rehabilitation program also known as the Housing Initiatives Program (HIP). It is estimated that the program will assist 6-10 projects per year with a total annual budget (including hard, soft, and program delivery costs) of up to \$200,000.00 per year.

**IV. Background Information**

For more than 30 years HIP has been the lender of last resort for low-income owner occupants in Burlington who are vulnerable to losing their housing through deterioration or access modifications which they cannot afford. HIP has made a significant impact through assisting these owner occupied households with grants and low or no interest loans of federal U.S Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds. CEDO is seeking a non-profit partner to administer this program assisting these households in Burlington. Projects must be located within the Burlington city limits.

**V. Funding available**

The amount of CDBG available for HIP is up to \$200,000.00. Per unit project hard costs shall be equal to or greater than \$1,000.00 and less than \$25,000.00. Per unit program delivery costs cannot exceed the hard costs for each completed project. Award of loans/grant shall be per HIP guidelines.

**VI. Period of Performance**

The period of performance is January 1, 2022 – December 31, 2022.

## VII. Prerequisites for Bidding

In order to be qualified to submit a proposal, non-profit agencies must meet the following requirements:

- Demonstrated history working with low-income owner occupants
- Ability to comply with CDBG regulations
- Access to expertise in building systems
- Capacity to write scopes of work for rehabilitation programs
- Strong financial systems
- Demonstrated experience reporting to a HUD funded agency
- Ability to comply with cross-cutting federal requirements:
  - Uniform Relocation Act per 49 CFR Part 24
  - Environmental Review per 24 CFR Part 58
  - Uniform Requirements per 2 CFT Part 200 including Cost Reasonableness
  - Lead Safe Housing Rule per 24 CFR Part 35
  - Section 3 per 24 CFR Part 75
  - Debarment
  - Furnish all necessary documentation to CEDO for compliance

## IV. Services Required

1. Agency shall be responsible for overall HIP implementation including:
  - a. Application intake and initial screening for eligibility and priority
  - b. Initial Site visit/initial inspection
  - c. Writing project Scopes of Work
  - d. Third Party Income Certification per 24 CFR.570.3, specifically using the Adjusted gross income method as defined for purposes of reporting under Internal Revenue Service (IRS) Form 1040 for individual Federal annual income tax purposes.
  - e. Independent cost estimate prior to bids received (can be performed by qualified staff or by third party (not one of the bidders on the project))
  - f. Preparing bid packages
  - g. Owner-occupants are responsible for soliciting bids from potential contractors as well as making the final selection of contractor. Agency to review bid summary, cost reasonableness, debarment and provide documentation to CEDO
  - h. Determination of applicant/project eligibility based on completion of HIP underwriting/approval document
  - i. All correspondence with owner including application approval/denial
  - j. Preparation of grant/loan documents per CEDO templates
  - k. Disbursement to contractor following inspection of completed work.
  - l. Quarterly requests for CEDO for reimbursement of cost.
  - m. Creation and maintenance of HIP project files
  - n. Regular communication with CEDO staff regarding waitlist, pipeline, project status and troubleshooting.

2. Agency shall provide all necessary documentation in order to comply with monitoring by CEDO and/or HUD.

## **V. Cost Proposal Requirements**

Proposal shall include:

1. Costs to administer/implement HIP during the performance period. This shall be broken out by total and per each unit which is funded with CDBG funds and for which rehabilitation occurs. This shall include all costs not covered under #2 below. Costs must include the total cost for completing the requested services, including preparation time, travel time, any mileage allowance, time on site, and time to complete the all required work related to the administration and implementation of the owner-occupied rehab program.
2. Total hard costs of rehabilitation of completed projects. This shall be broken out by total and per each unit which is funded with CDBG funds and for which rehabilitation occurs.

## **VII. Proposal Narrative Requirements (Maximum 10 pages)**

Proposals must contain the following information:

1. Narrative detailing the proposed scope of services including the organization's proposed management approach for the program
2. If applicable, specify how organization's administration/implementation may differ from the RFP language
3. Estimated number of owner occupied rehabilitation units completed during the performance period
4. Which services would involve the use of subcontractors
5. Fee schedule using the provided price sheet
6. Insurance certificate(s)
7. Completed Section 3 certification form (see attached).
8. How the organization's administration of this program will contribute to the City's goal of increasing equity and access to public resources
9. Any other information the organization believes would assist the CEDO in its evaluation

## **VIII. Criteria for the Evaluation of Proposals**

- Fee for HIP implementation/administration for services
- Prior experience implementing federally-funded owner occupied rehabilitation programs
- Prior experience successfully using CDBG funds for housing activities
- Quality of the organization's proposed management approach
- Extent of owner-occupied rehabilitation program management experience
- Quality of work as evidenced by previous reports and references

- Experience of staff with rehabilitation of low-income housing in Burlington
- Capacity of agency (number of qualified staff)
- Organization's demonstrated commitment to equity
- Availability of staff including short notice availability
- Conformance to pre-bid qualifications
- Quality of insurance
- Quality of the organization's proposed management approach
- Organization's demonstrated commitment to equity
- Ability to comply with applicable City of Burlington ordinances, specific mention:
  - a. Livable Wage Ordinance: In the event a work assignment exceeds \$15,000, or when combined with other contracts within the last 12 months exceeds \$15,000, the consultant will be required to comply with the Burlington Livable Wage Ordinance and shall provide the required certification attesting to compliance with the ordinance.
  - b. Non-Outsourcing Ordinance: In the event that contract amounts exceed \$50,000, consultants will be required to comply with the Burlington Non-Outsourcing Ordinance, and shall provide the required certification attesting to compliance with this ordinance as a condition of executing the contract.
  - c. Union Deterrence Ordinance: In the event that contract amounts exceed \$15,000, consultants will be required to comply with the Burlington Union Deterrence Ordinance and shall provide the required certification attesting to compliance with this ordinance as a condition of executing the contract.

More information can be found at:

<https://www.codepublishing.com/VT/Burlington/html/Burlington21/Burlington2106.html>  
<https://www.codepublishing.com/VT/Burlington/?Burlington21/Burlington2107.html>  
<https://www.codepublishing.com/VT/Burlington/?Burlington21/Burlington2108.html>

## **X. Proposal Submission**

Proposals should be in the form of one or more PDFs. Agencies should submit their proposals by e-mail, no later than the due date to:

**Todd Rawlings**  
**Housing Program Manager**  
[trawlings@burlingtonvt.gov](mailto:trawlings@burlingtonvt.gov)

Please feel free to contact me with any questions at **(802) 652-4209** or [trawlings@burlingtonvt.gov](mailto:trawlings@burlingtonvt.gov)

***Section 3 businesses and disadvantaged business enterprises (DBE) are encouraged to apply.***

**CONTRACTOR CERTIFICATION- For All Building & Non-Building Trades**

PROGRAM OR PROJECT: \_\_\_\_\_

CONTRACT: \_\_\_\_\_

CONTRACT AMOUNT: \$ \_\_\_\_\_ CONTRACT PERIOD: \_\_\_\_\_

**CERTIFICATION OF MBE/WBE/SECTION 3 STATUS**

Name of Business or Company: \_\_\_\_\_

Minority Owned Business: ☐ Yes ☐ No (See page 2 for definition.)

Woman Owned Business: ☐ Yes ☐ No (See page 2 for definition.)

I hereby certify that:

☐ I am a Section 3 business, because:

☐ At least 51% of the business is owned and controlled by low or very low-income persons; **OR**

☐ at least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; **OR**

☐ Over 75% of the labor hours performed by the business over the prior three-month period are performed by Section 3 Workers (refer to definition on Page 3)

☐ I am not a Section 3 business.

### **Business Concern Affirmation**

I affirm that the above statements (on the frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to [insert name of recipient/grantee] may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Certification expires within six months of the date of signature

Information regarding Section 3 Business Concerns can be found at 24 CFR 75.5

#### **FOR ADMINISTRATIVE USE ONLY**

Is the business a Section 3 business concern based upon their certification?

☐ YES ☐ NO

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.**

## **The City of Burlington**

### **Section 3 Income Limits**

#### **Eligibility Guidelines**

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

#### **Individual Income Limits**

<b>FY 2021 Income Limit Area</b>	<b>Income Limits Category</b>	<b>FY 2021 Income Limits</b>
Burlington MSA (Chittenden, Franklin and Grand Isle Counties)	Extremely Low Income Limits (30%)	\$20,150
	Very Low Income Limits (50%)	\$33,600
	Low Income Limits (80%)	\$53,700

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

#### **Section 3 Worker Definition:**

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

#### **Targeted Section 3 Worker Definition:**

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five years:
  - A resident of public housing; or
  - A resident of other public housing projects or Section 8-assisted housing; or
  - A YouthBuild participant

Price Sheet for Housing Initiatives Program (HIP)  
Owner-Occupied Rehabilitation Program Administration

	Total number of completed units	Average Costs per completed unit	Total Costs
Hard Costs			
Program Delivery Costs			
Total			